

## External!

This banner on an email is to alert you to be cautious about the content. An Email has this added to it if it meets the following criteria:

- It came from a source outside of the Town/Schools
- It is from an address with no recent history of outbound correspondence

Some sensible precautions you should take:

- Check that the email address and the name tie-up, and that they are not pretending to be someone else.
- Hover over the links and see if the server name in the URL that appears is related to the apparent originator and purpose.
- Don't open the attachment unless you have confirmed the identity of the sender and the nature of the attachment (particularly if it is a editable item like a spreadsheet or document).